

Electronic Reporting Roles and Responsibilities

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<http://GeoTracker.waterboards.ca.gov>

For further assistance, please contact the Geotracker Help Desk at (866) 480-1028 or geotracker@waterboards.ca.gov.

Overview

Geotracker is the State Water Board's Internet-accessible database system used by the State Water Board, Regional Water Boards, and local agencies to track statewide data from unauthorized releases or discharges to land. New regulations (Chapter 30, Division 3, Titles 23 & 27 of the California Code of Regulations) require individuals submitting compliance reports for UST, SLIC, DoD, and Landfill Programs to submit data and reports over the Internet to Geotracker.

As of January 1, 2005, soil and water chemistry analytical data, and well data included in compliance reports must be electronically submitted. As of July 1, 2005, the submittal of electronic compliance reports replaced the requirement for the submittal of a paper copy. For reporting details, see the [Geotracker Reporting Requirements](#).

Electronic Reporting Goals

The State Water Board has several goals in implementing electronic reporting.

1. Electronic reporting will provide decision-makers with more accurate, up-to-date, accessible, and complete statewide information concerning cleanup sites where there has been a chemical release.
2. Electronic reporting will enhance the capabilities of the State Water Board, Regional Water Boards and local agencies in monitoring and assessing the threat of chlorinated solvents, MTBE and other contamination to drinking water wells.
3. Electronic reporting will transform public access to information. Unlike hard copy reports currently stored within agency filing cabinets, the public will be able to easily access the information – instead of having to go to a government building to review a hard copy, the public will be able to review and analyze information online.

Who's Involved

There are five parties involved with the transfer and processing of data in the Geotracker system.

Responsible Party (RP). This is the individual or organization responsible for submission of compliance data. They may be the party legally responsible for cleanup of an unauthorized release or discharge, or the permittee for a cleanup site. The RP is legally responsible for the authenticity and accuracy of any electronic data submitted by individuals that they have authorized to the Geotracker system.

The RP has two primary electronic reporting responsibilities:

- "Claiming" sites before submitting electronic compliance data. (Sites claimed by the RP will be either approved or denied by the SWRCB.)
- Authorizing secondary access to allow an authorized RP agent to submit compliance data on their behalf for an individual site.

Responsible Parties (who do not have Internet access or that do not wish to perform the electronic role of the RP) may delegate these primary electronic reporting responsibilities to an authorized RP agent. In this case, the RP must fax / mail a signed RP Agent Authorization Form to the SWRCB which will authorize the contractor to act on the RP's behalf, as an Authorized RP Agent, to fulfill RP primary electronic requirements. (RPs may revoke this Authority by signing and faxing an Authorized RP Agent Revocation Form.)

Contractors. RPs may employ a number of contractors to collect samples, perform groundwater measurements, survey locations and elevation and/or manage data for their facility or cleanup site.

Contractors, RPs or Authorized RP Agents may fulfill secondary electronic reporting responsibilities. Contractors may apply within the Geotracker pages for secondary access (i.e. requests to specific sites). This access will be approved or denied by the RP or Authorized RP agent.

Secondary electronic reporting responsibilities may include:

- Upload of a list of "Field_Point_Names" to Geotracker (sampling point names within each site).
- Obtain the unique Global ID for each site.
- Providing the Global ID and Field Point Names to the analytical laboratory on the normal chain-of-custody so that the laboratory can produce a complete EDF file.
- Ensuring that the field point names and Global IDs are correct within each electronic submission file (see Geotracker Tips 1 & 2 for sample and QC naming conventions).
- Submitting electronic compliance data via the Geotracker Internet site (EDF, GEO_XY, GEO_Z, GEO_WELL, GEO_MAP, GEO_BORE, GEO_REPORT).

Laboratory. The laboratory is responsible for sample analysis and providing the RP/Contractor with both a hard copy report and EDF formatted data.

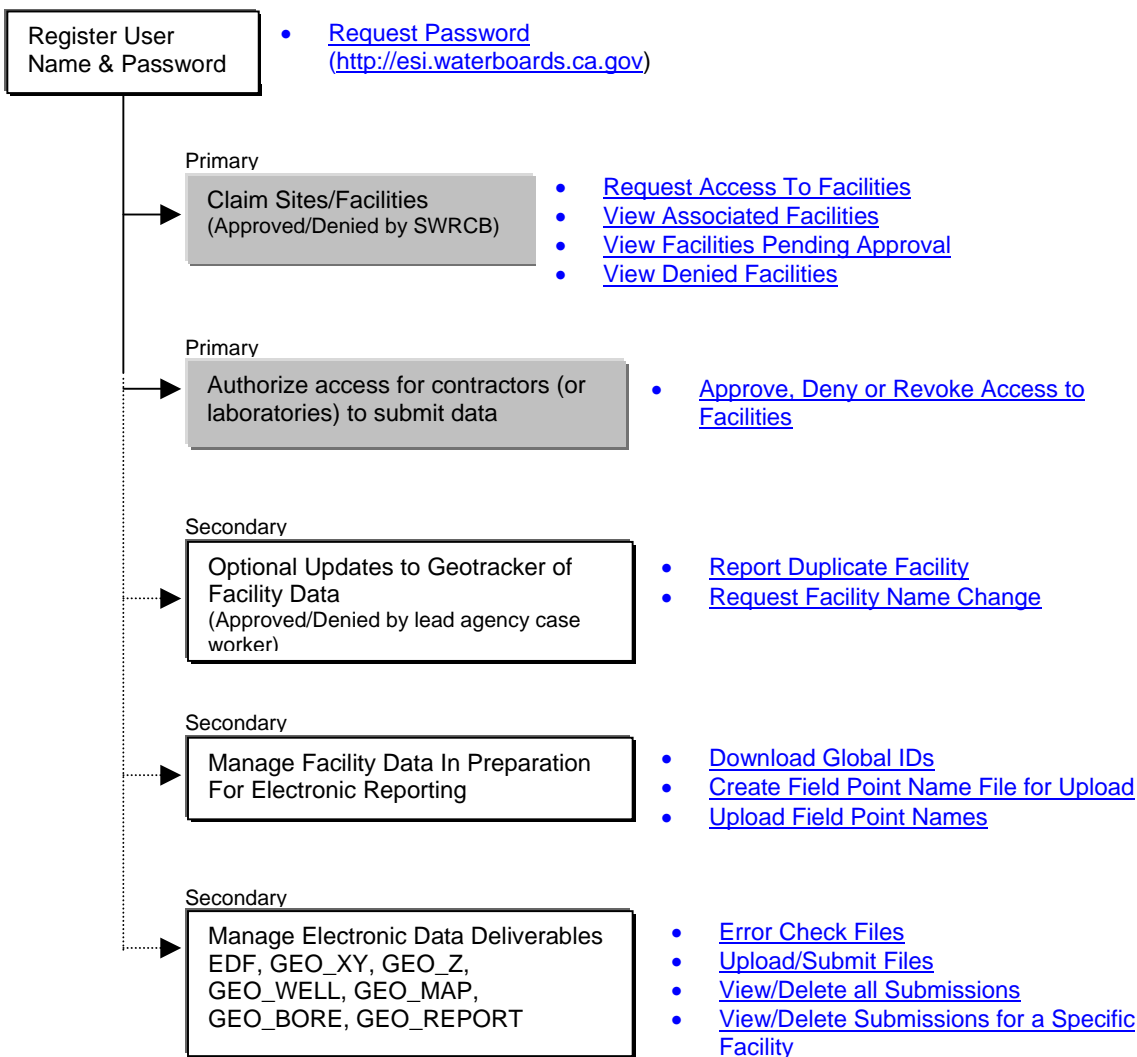
In some cases, the RP may wish to have the laboratory submit the EDF data directly to Geotracker. The laboratory would apply for secondary reporting access for these sites and that access will be approved or denied by the RP or the Authorized RP Agent. In the vast majority of cases, RPs do not ask the laboratory to be responsible for uploading the EDF to the Geotracker system. Typically the laboratory will forward the electronic files to the RP/Authorized RP Agent or the Contractor who will first review the files (ensure the sample names and site global ID are correct) before submission to the SWRCB Geotracker system.

State Water Board (SWRCB). The SWRCB is responsible for approving RP claims for facilities and for verifying RP contact information. The SWRCB also is responsible for providing guidance and tools to standardize the review and quality of electronic compliance data submitted.

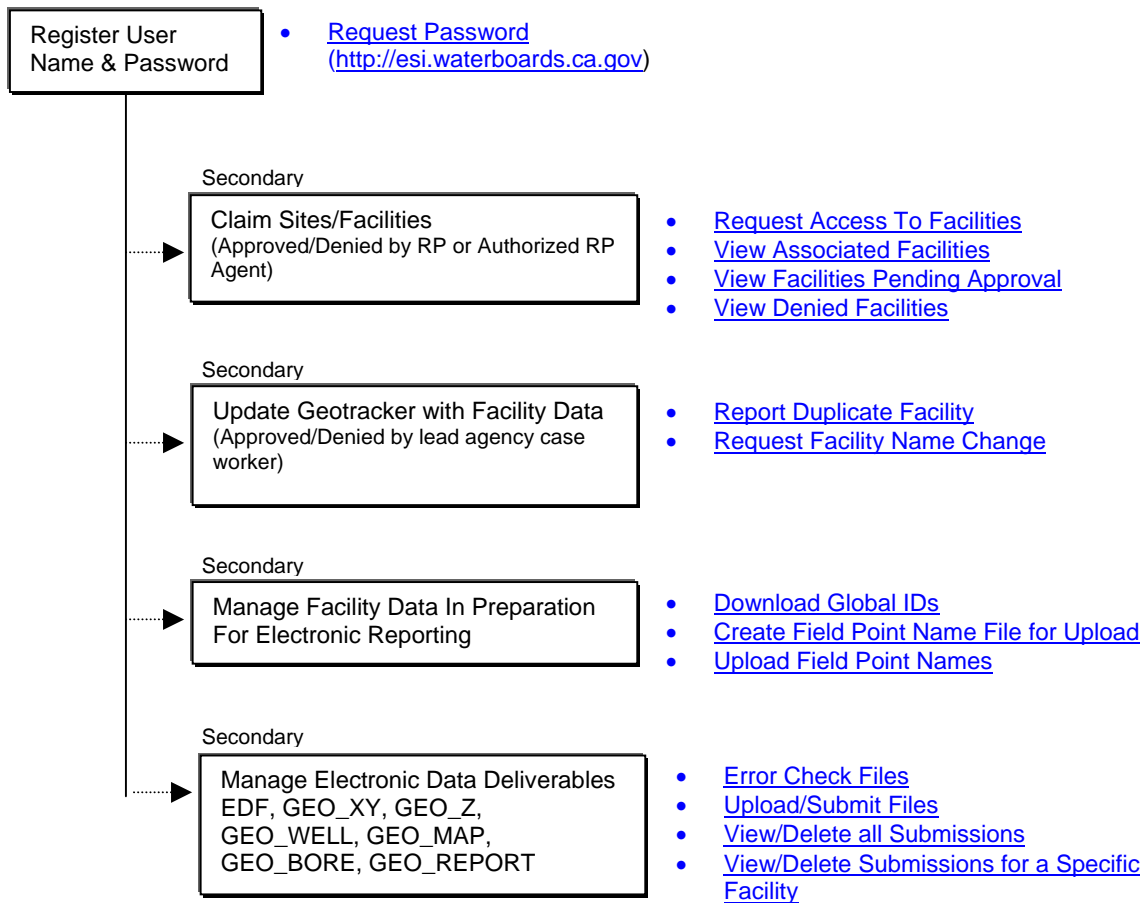
Lead Caseworker. The Regional Water Board or the lead agency caseworker “receives” the electronic data. At minimum, this includes a review the field point names in the EDF (should match names in hard copy report) and noting whether the hard copy report has been submitted within the Geotracker regulator pages. Once the data is “received” it is then moved into the Geotracker archive database and made available to the public.

Electronic Reporting Roles and Responsibilities

The **RP or the Authorized RP Agent** must perform all Primary electronic reporting responsibilities (gray boxes). The RP or Authorized RP Agent may perform Secondary electronic reporting responsibilities (white boxes) or can authorize contractors (or laboratories) to perform Secondary electronic reporting responsibilities.



Contractors (or Laboratories) may perform all Secondary electronic reporting responsibilities (white boxes).



Generalized Geotracker Data Flow

